

<p>Michigan Department of Labor and Economic Growth Office of Adult Education</p> <p>PROGRAM ABSTRACT</p>	
<p>Section: Program Planning & Quality</p> <p>Subsection: Compliance and Monitoring of Adult Education Programs</p>	
<p>[Why] Purpose</p>	<p>Purpose:</p> <ul style="list-style-type: none"> • To ensure compliance with federal and state laws, rules and regulations • To increase overall student achievement • To provide technical assistance and/or professional development to the field. • To assure quality standard, equity and access to adult education programs • To assist local adult education providers to monitor, evaluate, and improve their performance
<p>[What]</p>	<ul style="list-style-type: none"> • Compliance and monitoring is similar to the peer review of the past decade. It involves reviewing school's policies, procedures, rules, regulations, official documents and financial records; interviewing administrators, staff and students about programs delivery and student services; touring of school facilities to ensure physical access to programs; and providing feedback and developing corrective action plan.
<p>[Who]</p>	<ul style="list-style-type: none"> • About 2.5% of our adult education providers (sub-recipients) are selected every year. The selection criteria cover student enrollment, number of programs offered, LEP enrollment; amount of dollars received; ESL enrollment; and performance. Financial audit record is non-weighted and only considered under special circumstance.
<p>[When]</p>	<ul style="list-style-type: none"> • It should be conducted every program year. Schools or adult education providers are selected in the fall, compliance and on-site monitoring is conducted throughout the year. • The targeting plan is designed to ensure once a school, a provider or an agency is selected and visited for on-site monitoring, it is very unlikely to be visited again within five years except in extraneous circumstances.

<p>[How]</p>	<ul style="list-style-type: none">• Technical workshop is conducted for the selected agencies/providers to discuss in detail the selection process: the intent of the monitoring/compliance program, the on-site procedures, and Office of Adult Education expectations when staff conducts the on-site visit. The technical workshop provides opportunity to entertain all questions from the selected agency or school district or adult education provider.• The compliance and monitoring program is a collaborative effort between the state office and the field (local agencies or providers).
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